

## **Frequently Asked Questions:**

**Q:** What is the correct address for the NH Insurance Department?

**A:** 21 South Fruit St., Suite 14, Concord, NH 03301. All mail, including premium tax checks, must be mailed to this address.

**Q:** Is our company required to send Quarterly Financial Statements?

**A:** Foreign Companies are not required to submit Quarterlies. **All NH Domestic must file Quarterly Statements.**

Please note that effective 6/2004, Foreign Companies are no longer required to submit Annual Statements, Quarterly Statements, Audited Financials or any other documentation usually submitted with the Annual Statement or Quarterly statement.

**Q:** Can the premium tax payment and tax forms be mailed with the Annual Statement?

**A:** No, the tax payment and tax forms must be mailed separately from the Annual Statement.

**Q:** Who should the premium tax check be made payable to?

**A:** The check needs to be made payable to NH Insurance Department.

The check needs to be mailed to the NH Insurance Department at 56 Old Suncook Rd., Concord, NH 03301.

**Q:** If a company is licensed during calendar year 2004, does a premium tax return need to be filed?

**A:** Yes, any company licensed during 2004 must file a premium tax return whether it wrote business or not.

**Q:** Is postmark accepted for the Annual Statement and the tax payment?

**A:** Yes, postmark of March 1<sup>st</sup> is accepted for the Annual Statement and March 15<sup>th</sup> for the tax payment.

**Q:** Is our company required to file the Ocean Marine tax form?

**A:** Companies writing Ocean Marine are the only ones required to file the tax form. If the company does not write Ocean Marine, the tax form is not required to be filed.

**Q:** Does the tax form need to be on a specific color paper when I print it from the Web site?

**A:** No. The tax form may be printed on white paper.

**Q:** Are there different tax forms for Domestic and Foreign Companies?

**A:** No, the tax forms are the same for both Domestic and Foreign Companies.

**Q:** What tax form do Risk Retention Groups use?

**A:** Risk Retention Groups use the tax form for Property Companies.

**Q:** Will each insurance company be billed for the annual filing fees?

**A:** No, bills will not be mailed. The annual filing fees are on page 3 of the premium tax form. The annual filing fees must be mailed with the premium taxes (include taxes and annual filing fees on same check).

**Q:** Are there any additional fees for a company licensed between January 1<sup>st</sup> and June 15<sup>th</sup>?

**A:** Yes, the company must pay a license renewal fee for the license effective June 15<sup>th</sup>.

If you have a question that was not asked here please e-mail the question to one of the following people:

Questions on premium taxes or surplus lines taxes – [Janet Colby](#)

Questions on Annual Statement filings for **Foreign** Companies – [Mary Verville](#)

Questions on Annual Statement filings for **Domestic** Companies – [Pat Gosselin](#)

Questions on electronic fund transfers for premium taxes – [Ryan Lamey](#)